

CLASS TITLE: MEDICOLEGAL CASE MANAGER (DOH)

Class Code: 02465601
Pay Grade: 20A
EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Health (DOH), to be responsible for the management and maintenance of case files within the Office of State Medical Examiners; to be responsible for compiling and storing documents, records and material related to cases as directed by a forensic pathologist ; to monitor the status and completion of examinations and to prepare appropriate documentation and notification for the release of decedents to funeral homes; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior from whom general and specific assignments are received; work is reviewed upon completion for compliance with law, policies and procedures.

SUPERVISION EXERCISED: Generally none; may supervise subordinate employee(s) if assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Health (DOH), to be responsible for the management and maintenance of case files within the Office of State Medical Examiners.

To be responsible for compiling and storing documents, records and material related to cases as directed by a forensic pathologist.

To monitor the status and completion of examinations and to prepare appropriate documentation and notification for the release of decedents to funeral homes.

To respond to inquiries and take detailed messages for the forensic pathologists.

To create death certificates in a database or electronic system.

To respond to requests for autopsy reports and case files in compliance with office procedures and state law.

To request, manage and maintain legal records, medical records, and other related information and documents.

To produce correspondence and reports from written drafts, verbal instructions, or dictations.

To assist with the duties of front office staff as needed.

As required, to prepare documents for legal dispositions for use in court.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A working knowledge of the laws, policies and procedures relating to the operation of the Office of State Medical Examiners; the ability to maintain accurate and complete records related to medicolegal death investigations; the ability to understand, transcribe and use medical terminology; the ability to maintain the confidentiality of agency records and investigative activities; familiarity with general office procedures; adept at accurate data entry; ability to provide high quality customer service; knowledge of Windows Operating Systems, usage of a personal computer (PC) and standard desktop office tools; the ability to convey information clearly and accurately in person, by telephone, electronically or by mail; the ability to accurately and clearly convey information verbally and in writing; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school supplemented by courses or certification as an administrative medical assistant; and

Experience: A minimum of two (2) years of employment in an administrative position in a medicolegal,

medical, or legal office setting.

Or,

Education: Possession of an Associate's degree from a college of recognized standing in a related medical or legal field; and

Experience: A minimum of one year of employment in a responsible administrative or secretarial position within a medicolegal, medical, or legal office setting, including independent handling of confidential information.

Class Created: November 21, 2021